

1.4.A.1 Inmate Photo Identification

I Policy Index:



Date Signed: 02/25/2020
Distribution: Public
Replaces Policy: N/A
Supersedes Policy Dated: 03/18/2019
Affected Units: All Institutions
Effective Date: 02/25/2020
Scheduled Revision Date: February 2021
Revision Number: 16
Office of Primary Responsibility: DOC Administration

II Policy:

The Department of Corrections (DOC) will maintain for each inmate in DOC custody, a reasonably current photo, measurement, impression and physical description of the inmate. All photographs, measurements and descriptions obtained for the purpose of identifying an inmate shall be filed and preserved by the DOC. Criminal booking photographs for a crime classified as a felony, pursuant to SDCL § 22-6-1, are public record pursuant to chapter 1-27. Inmate photos may be released pursuant to SDCL § 24-2-20 (18) and SDCL § 23-5-7.

III Definitions:

Photograph:

Any photographic image or its equivalent that may be stored in any form.

Scheduled Release:

Includes final discharge of sentence, release to parole or suspended sentence, transfer to a Community Work Center, Community Transition Program (CTP), extension of confinement or placement in the Work Release Program.

Senior Security Officer:

The Deputy Wardens at the South Dakota State Penitentiary (SDSP), Mike Durfee State Prison (MDSP) and South Dakota Women's Prison (SDWP). This person is responsible for the same duties at ancillary units that fall within the supervision of the main facility.

IV Procedures:

1. Inmate ID Cards:

- A. DOC issued identification (ID) cards for inmates will be printed with a white background and contain a photo of the inmate, the inmate's full name and the ten-digit DOC ID number assigned to the inmate during initial admission to the DOC.

2. Inmate Photographs Upon Admission:

- A. The Warden shall gather identification information for each inmate housed at an institution under his/her authority for the purpose of identifying inmates accused of a crime, preventing escape and facilitating the recapture of an escaped inmate. The Warden shall order staff to obtain such photographs, impressions, measurements, descriptions and records as deemed necessary to positively identify each inmate (See SDCL § [23-5-6](#)).
- B. DOC staff will not provide or reproduce any inmate photograph older than six months from the date the photograph was taken without authorization from the Secretary of Corrections or designee. The DOC is entitled to recover costs of retrieval or reproduction of inmate photographs pursuant to SDCL § [1-27-35](#) (See SDCL § [23-5-7](#)).
- C. The Senior Security Officer at the SDSP and SDWP will assign a staff member to photograph new admission inmates and capture other identifying information within the Comprehensive Offender Management System (COMS) during the Admission and Orientation (A&O) process. Includes inmates who are returned to custody from escape/absconding if more than one month has elapsed since their departure, or if their appearance has changed.
 - 1. If an inmate wears glasses or has a beard, separate front facial photographs will be taken of the inmate with and without glasses and with and without a beard. All headgear, including religious headgear, must be removed prior to the photograph.
 - 2. Each inmate will be photographed in a left profile, right profile and front face shot, with and without glasses or beard.
 - 3. Photographs will be taken of any distinguishing scars, marks and/or tattoos.
- D. All inmates will be issued a DOC photo ID at the time of admission.
 - 1. Inmates are responsible for their ID card. If an inmate tampers with, alters, loses or destroys his/her ID card, a new card must be issued. The inmate may be charged a replacement fee.
 - 2. Inmates are required to have their ID in their possession at all times, except when showering or sleeping.
 - 3. Inmates will affix their ID card in the upper left torso area outside their clothing. The picture will be visible from the front.

3. Updated Information Required for Inmates Scheduled for Transport:

- A. The Senior Security Officer at each facility will assign staff to take new photographs and update other pertinent descriptive information (i.e. weight, hair) of all inmates scheduled for transfer from a higher custody unit to a minimum unit. Inmates transferring directly from Admissions and Orientations (A&O) to a minimum unit do not require updated information or photos upon receipt at the facility provided this information is current.
- B. Inmates scheduled for transport outside the secure perimeter of a secure facility (See DOC policy 1.3.A.7 [Inmate Transport & Escort](#)) i.e. out to court, medical trip, will have new photographs and an updated identification information documented if this information is more than one (1) year old.

1. If an inmate wears glasses, separate front facial photographs will be taken of the inmate with and without glasses. All headgear, including religious headgear must be removed.
2. Each inmate will be photographed in a front, left profile and right profile.
3. At the time the inmate is photographed, he/she will also be checked for any new scars, marks or tattoos. Photographs will be taken of any new scars, marks or tattoos.
4. Staff is responsible for updating the identifying information in COMS and issuing the inmate an updated DOC photo ID as deemed necessary. The previously issued ID will be properly destroyed by staff. The inmate will not be charged for IDs that are updated at the direction of the DOC.

4. Updated Inmate Information Required During Incarceration at a Secure Facility:

- A. All inmates in DOC custody will be photographed at least once every five (5) years, beginning from the date of the inmate's most recent admission on their current booking. An inmate's identification information will be updated when the photo is updated. This information will be documented in COMS. The inmate will be issued a new ID card and the previously issued ID will be properly destroyed by staff.
 1. If an inmate wears glasses, separate front facial photographs will be taken of the inmate with and without glasses. All headgear include religious headgear must be removed.
 2. Each inmate will be photographed in a front, left profile and right profile.
 3. At the time the inmate is photographed, he/she will also be checked for any new scars, marks or tattoos. Photographs will be taken of any new scars, marks or tattoos.
 4. Staff is responsible for updating the identifying information in COMS and issuing the inmate an updated DOC photo ID. The previously issued ID will be properly destroyed by staff. Th inmate will not be charged for the ID.
- B. At the direction of the OIC, Senior Security officer or other designated DOC staff, an inmate whose appearance has changed significantly since their photo ID was issued, may be required to report to staff for an updated photograph.
- C. Inmates may be charged for an updated/replacement photo ID under the following circumstances:
 1. The inmate intentionally changed his/her appearance;
 2. There is evidence of intentional damage or alteration of the ID;
 3. The inmate lost his/her ID;
 4. The inmate legally changed his/her name;
 5. Other reasons as determined by the OIC, Senior Security officer or other designated DOC staff which are supported by the willful and deliberate action by the inmate.
- D. The Warden, designee or the Senior Security officer may require staff to update an inmate's photo and identifying information at any time.

- E. DOC staff are responsible for ensuring inmate ID cards are accurate. Inmates with IDs that do not accurately represent the inmate shall be directed to have their ID replaced. Inmates are responsible for promptly reporting lost, inaccurate, damaged or destroyed IDs to the OIC, who shall require the inmate to report for a new ID.

5. Community Work Centers:

- A. The Senior Security Officer shall assign staff at each Community Work Center to update inmate photographs and other descriptive information, measurements and impressions for all inmates housed at the facility. Each inmate housed at a Community Work Center shall have a new ID photo taken at least annually, beginning on the date the inmate was received and continuing annually thereafter.
1. If an inmate wears glasses, separate front facial photographs will be taken with and without glasses. All headgear, including religious headgear will be removed.
 2. Each inmate will be photographed in a front, left profile and right profile.
 3. At the time the inmate is photographed, he/she will also be checked for new scars, marks or tattoos. Photographs will be taken of any new scars, marks or tattoos.
 4. Staff is responsible for updating the identifying information in COMS and issuing the inmate an updated DOC photo ID.
- B. Updated photographs and body weights may also be taken any time staff determines an inmate's appearance has changed significantly.

6. Updated Inmate Information Required Prior to Scheduled Release:

- A. The Senior Security Officer will assign staff to update photographs and identifying information for each inmate scheduled for release from DOC custody within one (1) calendar week of his/her scheduled release.
- B. All inmates scheduled for final discharge or release to supervision, CTP or extension of confinement, will be issued a photo ID. The photo placed on the ID will not include the DOC ID place card or the inmate's ID number(s). The ID photo will be a full front facial showing the top of the inmate's head to the inmate's collarbone (as depicted on state-issued driver licenses and state IDs). The inmate may wear their glasses.
- C. Designated staff will verify all photos and identifying information for the inmate has been updated in COMS prior to releasing the inmate.
- D. If an inmate wears glasses, separate front facial photographs will be taken of the inmate with and without glasses. All headgear, including religious headgear will be removed.
- E. Each inmate will be photographed in a left profile, right profile.

V Related Directives:

SDCL §§ [1-27-35](#), [22-6-1](#), [23-5-7](#) and [24-2-20\(18\)](#).

DOC policy 1.3.A.7 -- [Transport & Escort of Inmates](#)

VI Revision Log:

March 2005: New policy.

Removed revisions from May 2006-February 2009.

February 2010: Revised formatting of Section I. Added exception to A&O in ss (A of Updated Inmate Photograph When Transferring from A Secure to Non-Secure Facility).

February 2011: Added to Sections 1-5 "each time a new inmate ID photograph is taken" pertaining to updating Adult Photos in Citrix. Added categories of Inmate ID Cards, A. & B. to Section 1 within Procedures. Added to ss 4 A. "and at the discretion of the Warden or designee prior to an inmate being transported outside of the secure perimeter"

February 2012: Added "front facial" and "without glasses or beard" to Section 2 A. 2. Added "front facial" and "without glasses" to Sections 3-6.

March 2013: Added "ten-digit DOC ID number assigned to the inmate during their initial admission to DOC" Deleted "sentence number" in Section 2 A. 2, Section 3 A. 2., Section 4 A. 3. Section 5 A. 3. and Section 6 C. Deleted 3. "If an inmate has more than one sentence, the inmate photographs will include the sentence number based on the following criteria" in Section 2 A. 3. Deleted a. "If an inmate is admitted with one sentence and later receives additional sentences, only the original sentence number needs to appear in the inmate photographs" in Section 2. A. 3. Deleted "3. "If an inmate has more than one sentence, the inmate photographs will only include the primary sentence number" in Section 3 A. Deleted b. "If an inmate is admitted with multiple sentences, the number of the primary sentence will appear in the inmate photograph" in Section 2 A. 3. Deleted "the Citrix database each time a new inmate ID is taken" and Replaced with "documenting the photographs in COMS" in Section 2 A. 5. Section 3 A. 4. Section 4 A. 6. Section 5 A. 6. and Section 6 E. Deleted "If an inmate has more than one sentence, the inmate photographs will only include the primary sentence number" in Section 4 A. 4. and Section 5. A. 4. and Section 6 D. Added "at each non-secure facility" and Deleted "at least annual of any inmate currently incarcerated in a non-secure facility" and Replaced with "of all inmates housed at a non-secure facility for a period exceeding one (1) year and annually thereafter" in Section 5. A.

January 2014: Added "reasonably" and Deleted "record of inmate photographs" and Replaced with "physical description of each inmate under the custody of the DOC" in policy statement. Added "marks" in Section 2 A. 3. and sections that follow. Added a. b. c. to Section 2 A. 5. Deleted "Inmate Photographs Required Prior to Transport" and Replaced with "Information Required for Inmates Scheduled for Transport" in title of Section 3. Added "and update other pertinent demographic information (i.e. an inmate's weight) prior to any" in Section 3 A. Deleted "member assigned to photograph the inmate" and Deleted "photographs" and Replaced with "information" in Section 3 A. 4. Added "and a current measurement of weight taken if this information is 5 years old or older" and Deleted "if they have not had photos taken within 5 years of the date they are scheduled for transport" in Section 3 B. Added "regardless of whether his/her appearance changed" and Added "Staff will also physically weigh the inmate. This information will be documented and entered into COMS" and Added "The inmate will be issued a new ID card" in Section 4 A. Deleted "to the point the inmate would be difficult to recognize from his/her existing photograph" and Replaced with "significantly" in Section 4 A. 1. Added "weights" and Deleted "to the point the inmate would be difficult to recognize from his/her existing photograph" and Replaced with "significantly" in Section 5 A. Added "and measurement of weight" in Section 6 A. Added 2. to Section 6 A. Deleted 1. from Section 6 A. must be removed" in all sections. Added "The previously issued ID will be properly destroyed by staff" in all sections.

January 2015: Revised policy statement. Added B, C, and D. to Section 4. Added "photo and" to the policy statement. Deleted "5 years" and Replaced with "1 year" in Section 3 B. Added "All headgear, including religious headgear" throughout policy.

January 2016: Reviewed with no changes.

April 2017: Reviewed with no changes.

February 2018: Added definition of "Photograph". Added "or move to extended confinement" to definition of "Scheduled Release". Added A. and B. to Section 2. Added "Includes discharge, release to supervision or suspended sentence and move to extended confinement" in Section 6 A. 2.

February 2019: Deleted B. "The ID card for inmates under twenty-one (21) years of age will be printed with a red background and contain a photo of the inmate, name and ten-digit DOC ID number assigned to the inmate during initial admission to the DOC" in Section 1. **Updates** to language and formatting.

February 2020: Added "Includes inmates who are returned to custody from escape/absconding if more than one month has elapsed since their departure, or if their appearance has changed" in Section 2 C.

Mike Leidholt (original signature on file)

02/25/2020

Mike Leidholt, Secretary of Corrections

Date